

New Town Hall

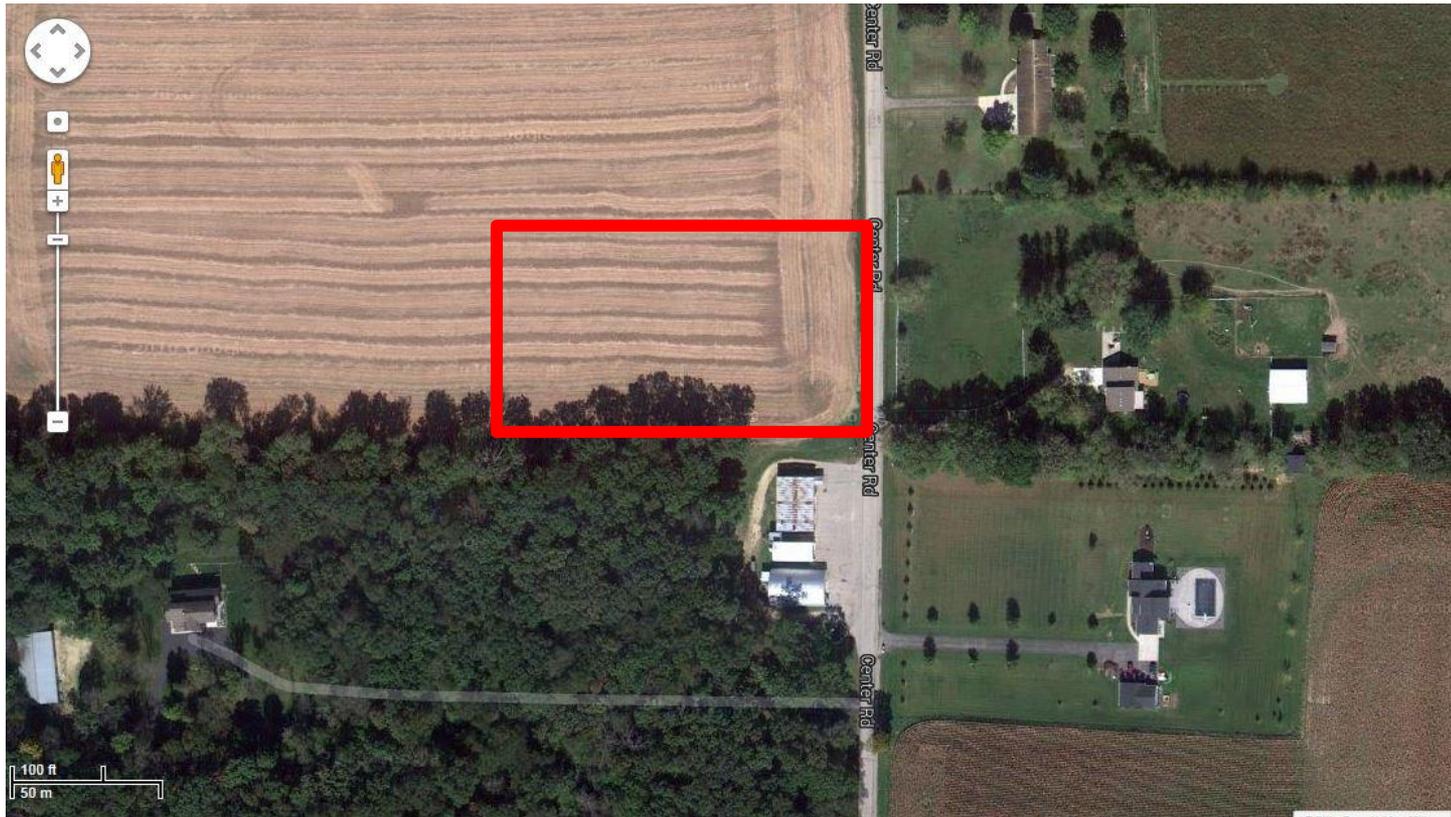
Town of Rutland
Annual Meeting Presentation
September 9, 2014

Project History



- The existing building is a prefabricated metal building with three bays. Two bays are garage space for supporting the Town of Rutland (Town) and the third bay serves as the Town Hall. A vestibule was added to this building to serve as the main entrance to the Town Hall portion of the facility.
- Interior Town Hall spaces include a meeting room, vestibule, office, and restroom (all of which to varying degrees are not compliant with the Americans with Disabilities Act (ADA)).
- The Town staff also stores documents and materials at remote buildings including Town staff residences.

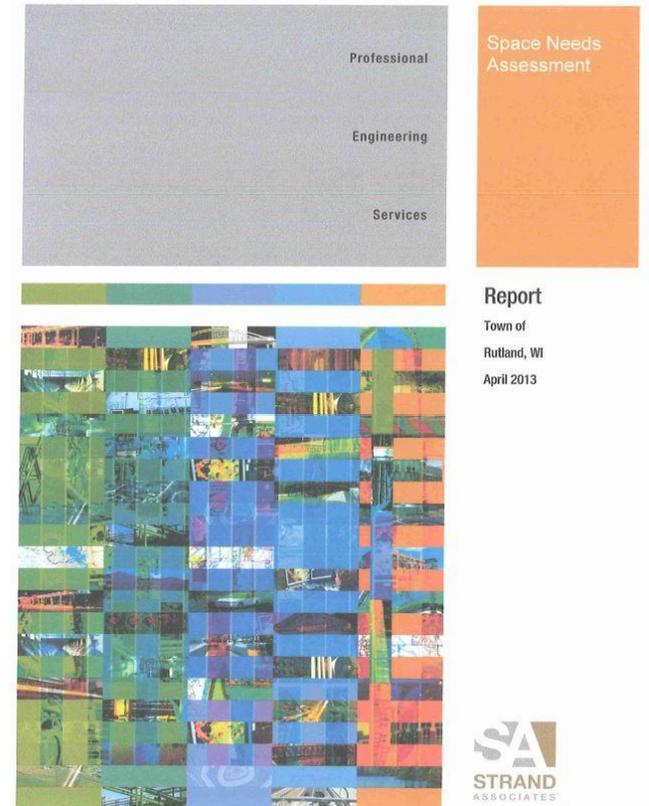
Project History



- PURCHASE OF 3 ACRE PARCEL - 2007

Project History

- April 2013 – Space Needs Assessment Completed in Conjunction with Strand Associates.
- The focus of the study was to develop space programming and project budget that would improve staff and community functions for the next 25 years.



Current Town Hall Deficiencies

- The study examined current conditions of the existing facility and the option for construction of a new building on an alternate site.
- Some of the main issues with the existing facility are noted as follows:
 - 1. The existing maintenance/vehicle storage building includes space built to create a dedicated space for Town Hall operations. The space dedicated is inadequate to meet the needs of the Town Hall and is not ADA-compliant.
 - 2. The building does not provide adequate on-site secured storage of documents and voting equipment. Currently files and documents are stored both at the Town Hall and elected officials' homes.
 - State law requires storage of records in original format.

Current Town Hall Deficiencies

- 3. The building does not have adequate space to allow for Town Hall meetings or election operations. If the public attendance is larger than 20 people, the maintenance bay next to the Town Hall is opened up to allow for additional seating/standing space.
- 4. There is limited on-site parking at the current site and no dedicated handicapped-accessible spaces.
- 5. There is inadequate separation and ventilation of the meeting spaces from the garage areas. The diesel and other fumes are a deterrent from the Town staff spending long periods of time in the facility. There is also no air conditioning in the facility.
- 6. The facility has no "curb appeal" as the main gathering place for Town functions.
- 7. The existing finishes and furnishings are worn and outdated.
- 8. The existing well water is noted to be of poor quality with a rust issue.
- 9. Existing Septic System is failing.

Project History

- Space Needs Assessment Summary
- Total New Building Area = 5,214 S.F.
- Total Estimate Project Cost = \$1,085,260*

Opinion of Probable Cost

Construction	SF	Cost/SF	Cost
Building	5,200	\$ 130	\$ 676,000
Well and Septic			\$ 30,000
Sitework (earthwork, stormwater, landscaping, pavement, utilities)			\$ 100,000
Total Construction			\$ 806,000
Soft Costs			
Furnishings and Technology			\$ 60,000
Architectural/Engineering Fees (10% of Construction)			\$ 80,600
Misc. Fees (Geotechnical, Grant Implementation, Permits, etc.)			\$ 40,000
Total Soft Costs			\$ 180,600
Total Project Cost			\$ 986,600
Project Contingency (10% of Project Cost)			\$ 98,660
Total Project Cost w/ Contingency			\$ 1,085,260

* - Does not include work on Existing Town Hall or Salt shed.

Town Design Process

- Viewing of other Town Halls.
 - Christiana
 - Fulton
 - West Point
 - Bristol
 - Kingston
- Bidding and Hiring of an Architectural Firm
 - Angus Young & Associates
- Scope of Services
 - Phase 1 - Design
 - Phase 2 – Bid Documentation Preparation & Bid Analysis
 - Phase 3 – Construction Administration

Town Design Process

- Formation of a Building Committee
- Notification to Town Residents
- Work by the Building Committee

State Requirements For Town

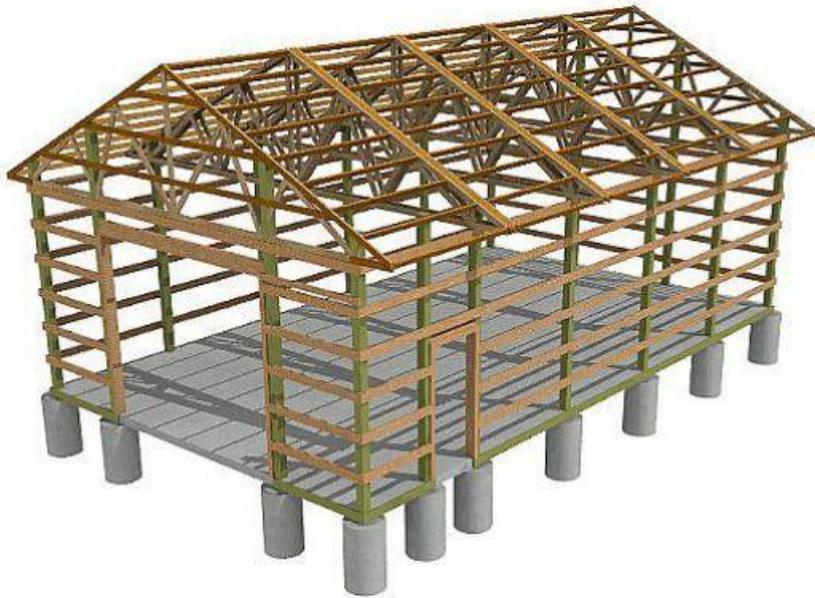
- Code Compliance
 - Mechanical
 - Air Quality
 - Building
 - Structure
 - Accessibility
 - Energy Efficiency

State Requirements

- Bidding Procedures
 - Open and Publicly Advertised Bidding
 - 3-4 week bidding period
 - Prevailing Wage Rates
 - Department of Workforce Development
 - Single Prime Contract
 - One General Contractor with select subcontractors and material suppliers.

State Requirements

- Process of Construction – Pole Frame



EXTERIOR DESIGN OPTIONS



- Pole Building Construction Images



EXTERIOR DESIGN OPTIONS

- Pole Building Construction



POLE FRAME –
WITH DORMERS



ALLIANT -
PLATTEVILLE

State Requirements

- Process of Construction – Stick Built



EXTERIOR DESIGN OPTIONS

- Stick Built
Construction
Images



TOWN OF FULTON



TOWN OF TURTLE

EXTERIOR DESIGN OPTIONS

- Stick Built
Construction



VILLAGE OF POPLAR GROVE



MERRILL COMMUNITY
CENTER

April 15, 2014 Annual Meeting Design

- Presented at April Annual Meeting
 - Included all program areas outlined in the space needs assessment.
 - Layout of plan developed with input from the design committee to best serve Town Hall operations and functions.
 - Square footage and estimated cost below that of Space Needs Assessment summary.

April 15, 2014 Annual Meeting Plan Design



Rutland Town Hall - Floor Plan

April 15, 2014 Annual Meeting Exterior Design



April 15, 2014 Annual Meeting

- April Annual Meeting Public Input
 - Building is too big. All program areas included are not necessary.
 - Modify layout of plan to include more shared use spaces and omit or reduce program areas which will be used less often.
 - Estimated cost is more than residents are comfortable spending.
 - Different borrowing options of \$900,000, \$750,000, or \$500,000 were requested.
 - Include improvements to existing truck garage as part of project.

Responses to April 15 Meeting

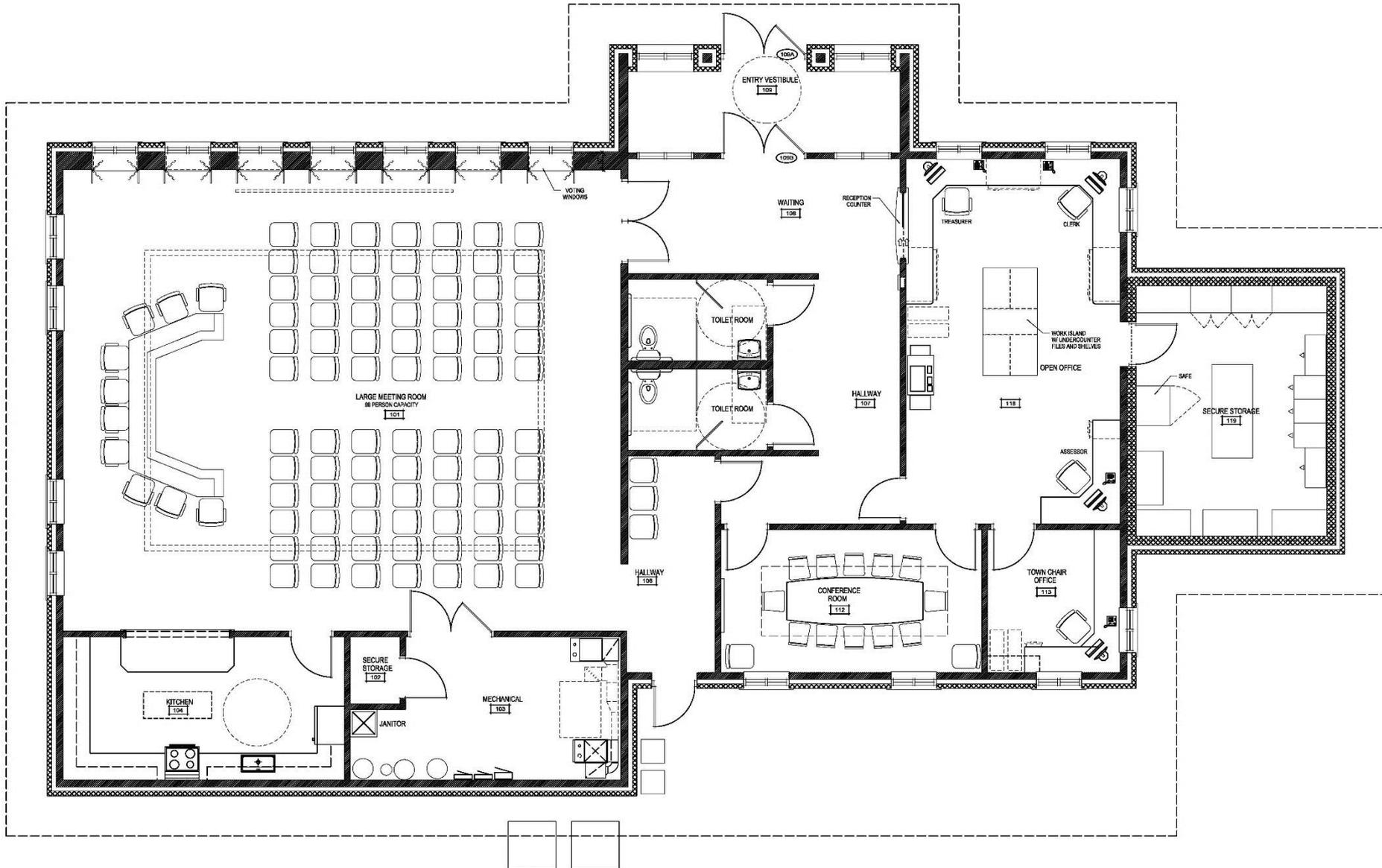
- Committee Met 7 Times
- Discussed Needs of Town
- Incorporated costs of Salt Shed and Renovation of Existing Garage
- Created Three Different Size Plans.

DESIGN COMPARISONS

DESIGN FEATURES OF EACH PLAN

Design Comparisons	4/15/14 Mtg	Plan 'A'	Plan 'B'	Plan 'C'
Total Gross Square Footage of Building	4,912 GSF	4,093 GSF	3,631 GSF	3,230 GSF
Number of Voting Booths	Built-In (7)	Built-In (7)	Built-In (7)	Built-In (5)
Meeting Room Seating	99	99	99	70
Meeting Room SF	1422	1422	1422	1053
Small Conf. Room (SF)	209	204	188	188
Chair Office	118	104	No	No
Kitchen	220 - Full	220 - Full	165 - Serving	165 - Serving
Office Workstations	4	3	3	3
Entry Vestibule	Yes	Yes	No	No
Public Toilets	2 fixt./sex(M & F)	2 Unisex (M & F)	2Unisex (M & F)	2 Unisex (M & F)
File Storage	284	260	260	260
Chair and Table Storage	200	100	100	100

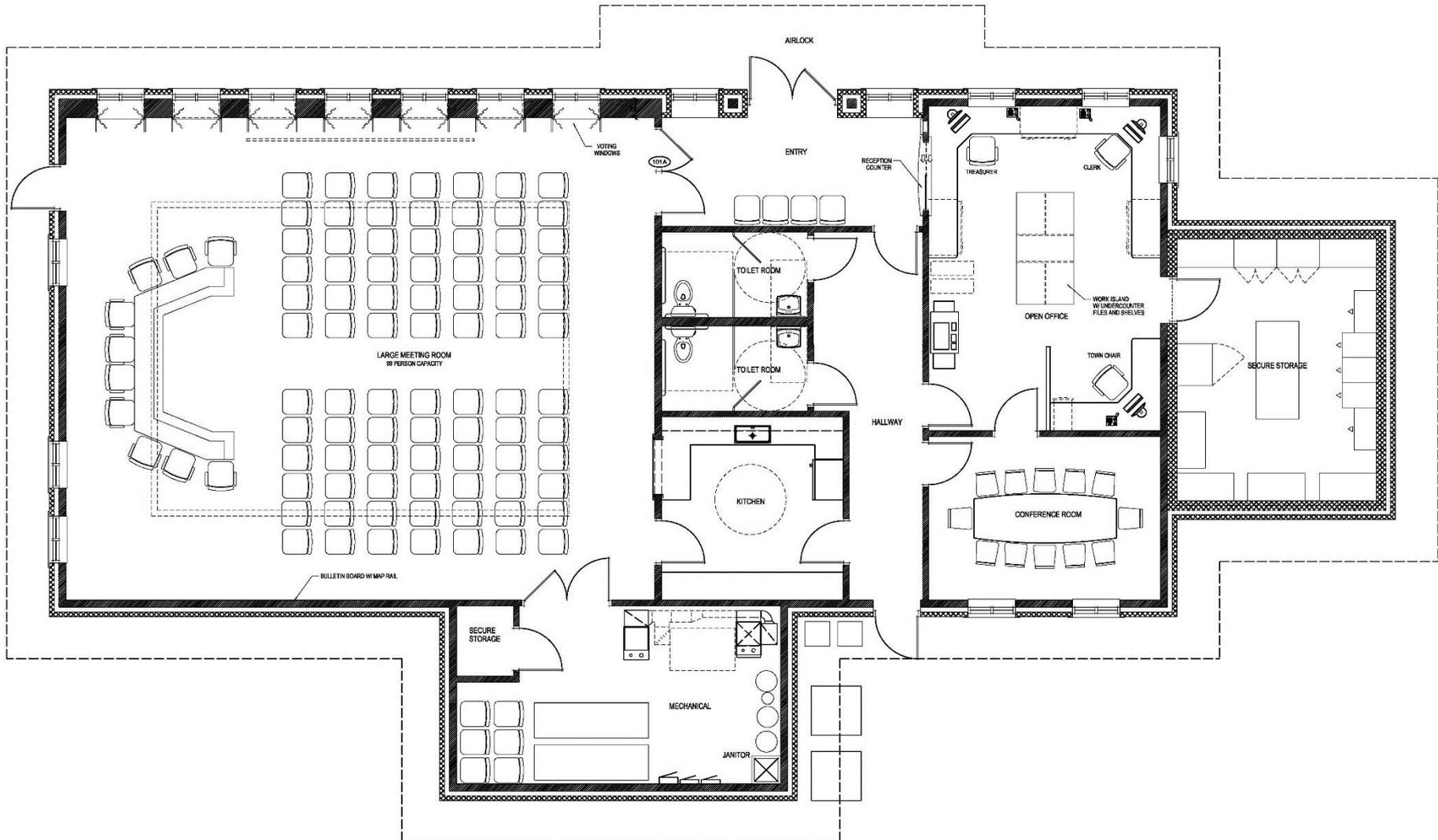
Plan 'A' – 99 Person – 4,093 GSF



PLAN A – EXTERIOR



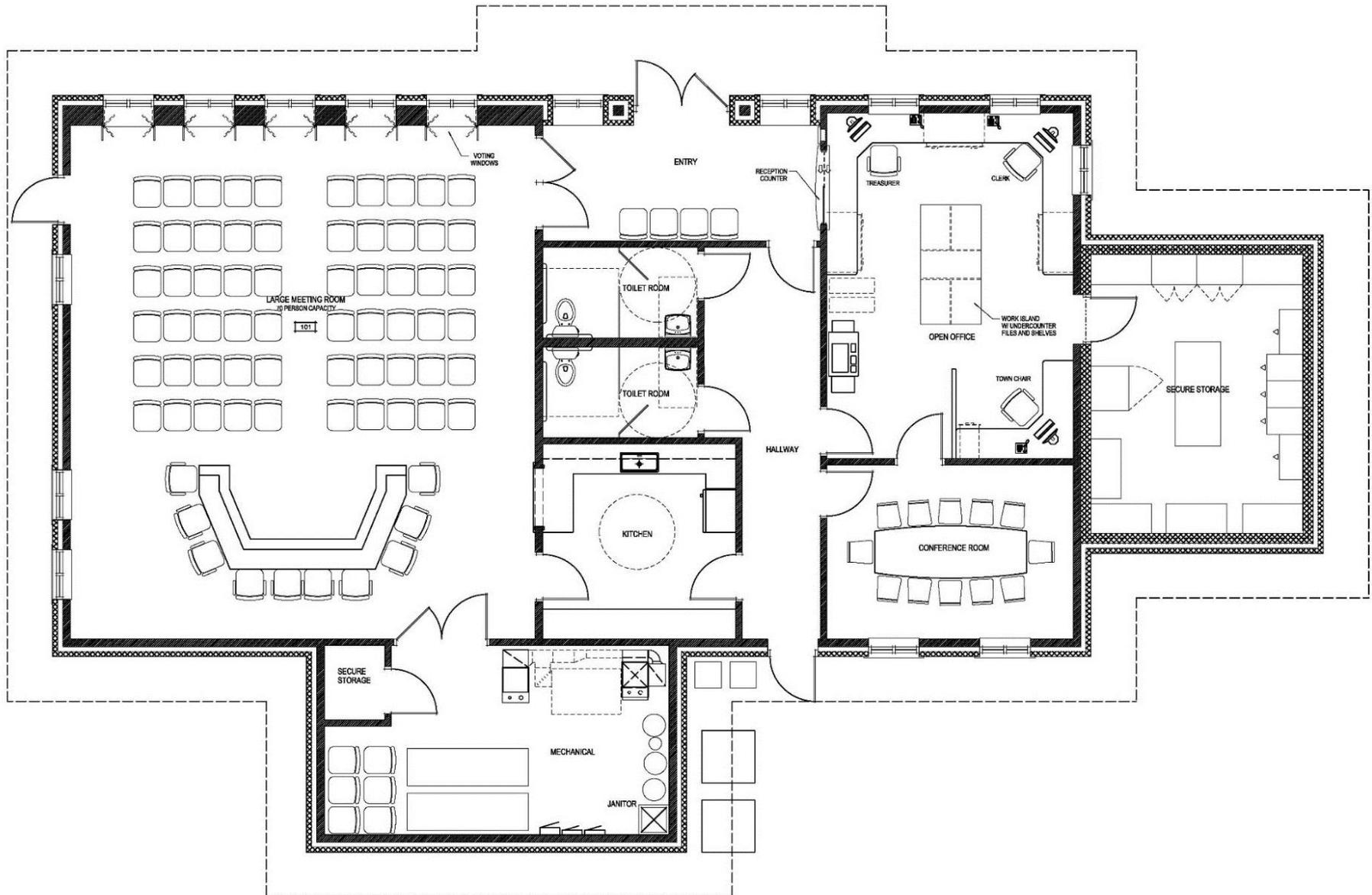
Plan 'B' – 99 Person – 3,631 GSF



PLAN B – EXTERIOR



Plan 'C' – 70 Person 3,230 GSF



PLAN C – EXTERIOR

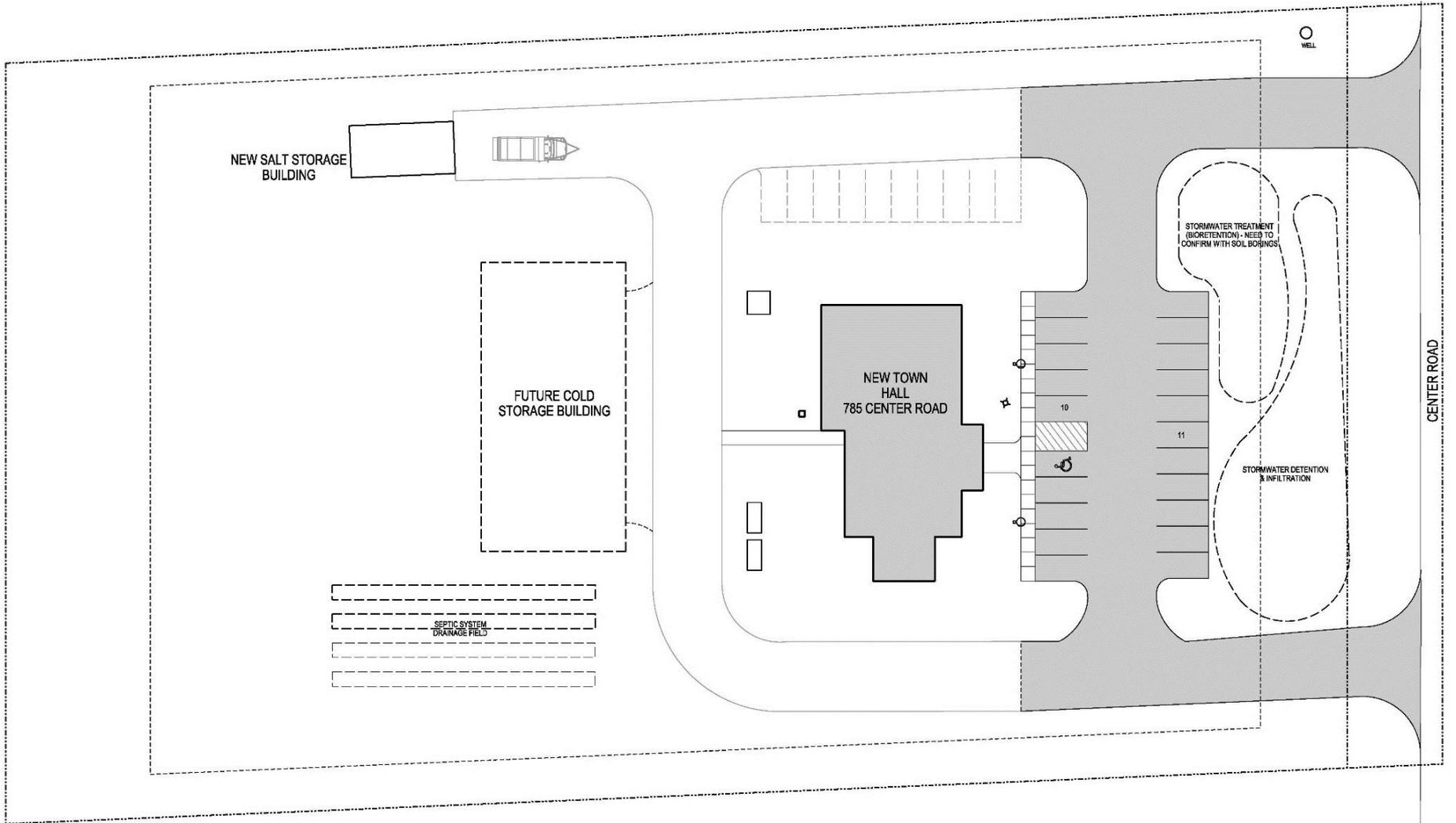


ADDITIONAL OPERATIONAL IMPROVEMENTS

SALT SHED AND EXISTING FACILITY IMPROVEMENTS

- **Construct New Salt Storage Shed.**
 - Budget: \$55,000
 - Calculated Payback: 10 Years
 - Reduced Salt Costs/Bulk Purchasing
 - Reduced labor and vehicle operational costs for salt pick up in Madison.
 - (2) trips minimum per snow event.
- **Building Envelope Improvements to Existing Garage Building.**
 - Budget: \$50,000
 - Current Heating Costs: \$7,000/Year
 - Estimated Payback: 10-15 Years
 - Add R-27 Insulation to Entire Roof with Standing Seam Metal Roofing.
 - Omit Fiberglass Skylights
 - Insulate exterior walls if feasible.
 - Insulate shop area ceilings with blown-in insulation.
 - Run new water line from New Town Hall mechanical room to existing facility.
 - Connection to new septic system.

Proposed Site Masterplan



Budget Options

	Plan 'A'	Plan 'B'	Plan 'C'
Total Borrowed for Base Project	\$766,303	\$682,245	\$618,225
Site and Building Options Selected	\$111,302	\$69,095	\$63,756
Total Borrowed with Site Options	\$877,605	\$751,340	\$681,981
Salt Shed and Ex. Building Improvements	\$105,000	\$105,000	\$105,000
Total Borrowed with Building Options	\$982,605	\$856,340	\$786,981

Operating Expenses

Operational Cost Budget Projection

Budget Based on \$2.50 /Sq Ft

	Plan 'A'	Plan 'B'	Plan 'C'
Square Footage	4,093 sf	3,631 sf	3,230 sf
Operational Costs	\$10,233 /yr	\$9,078 /yr	\$8,075 /yr

Tax Impact

Borrowing Costs 4.25% 20 years (Current State Trust Funds rate)				Incremental Cost of \$100,000 Additional Borrowing
	Plan 'A'	Plan 'B'	Plan 'C'	
Amount Borrowed	\$982,605	\$856,340	\$786,981	\$100,000
Monthly Payment	\$6,081	\$5,241	\$4,873	\$619
Annual Finance Payment	\$72,972	\$62,892	\$58,476	\$7,428
Operational Costs	\$10,233	\$9,078	\$8,075	
Total New Expenses	\$83,205	\$71,970	\$66,551	
Mill Rate Increase	\$0.34097	\$0.29493	\$0.27273	\$0.03044
Tax Impact on \$250,000 Parcel	\$85 /yr	\$74 /yr	\$68 /yr	\$8 /yr
Current Mill Rate	\$2.78530	\$2.78530	\$2.78530	\$2.78530
Percent Increase in Town Portion of Property Tax Bill	12.24%	10.59%	9.79%	1.09%
Note: Town tax is 14-15% of total property tax bill				
Overall Property Tax Bill Impact	1.84%	1.59%	1.47%	0.16%

CONCLUSION

- Public Hearing
- Questions and Answers



RESOLUTIONS

- Resolution #1
 - Authorize the building with a borrowing level as shown for Plan A ... a yes or no vote
- Resolution #2
 - Authorize the building with a borrowing level as shown for Plan B ... a yes or no vote
- Resolution #3
 - Authorize the building with a borrowing level as shown for Plan C ... a yes or no vote
- Resolution #4
 - Authorize borrowing or bonding for any buildings approved by resolutions 1, 2, and 3 ... a yes or no vote

VOTE